



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: June 17, 2016

**RESUMES MUST BE RECEIVED OR
POSTMARKED NO LATER THAN:** July 1, 2016

Applications received after closing date may be considered if
position is not filled.

TITLE: Investigator Trainee

REFERENCE #: DOE-034-16

POSITION #: 049751

BARGAINING UNIT/RANGE: P95

SALARY: \$43,094.21 - \$45,053.25

LOCATION: Trenton, NJ

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Executive Services, Office of Equity & Compliance

DESCRIPTION

Under close supervision of the Director, Office of Equity and Compliance, as a trainee and productive worker, learns to perform routine office and/or field duties to investigate alleged non-compliance with State statutes and regulatory requirements. This position will provide support to the Director of the Office of Equity and Compliance, and assist in routine Equal Employment Opportunity and Affirmative Action investigations. The individual will develop and utilize an electronic data tracking system for correspondence and other forms of requests of information for the Office of Equity and Compliance. Other duties will include analyzing information and formulating basic recommendations related to the EEO/Affirmative Action complaint investigation process; review and approval of applicant screening and interview process; preparation of screening and interview approval letters; other related duties.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

ADVANCEMENT

Applicants who successfully complete the required twelve (12) month training program will be eligible for advancement to the title of Investigator 3. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above may be considered as cause for separation.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/56788.htm>.

NOTE: Interested candidates must submit a letter of interest, current resume and unofficial transcript no later than July 1, 2016 in order to be considered for this position.

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-034-16
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume2@doe.state.nj.us